

OJT...Training that Works!

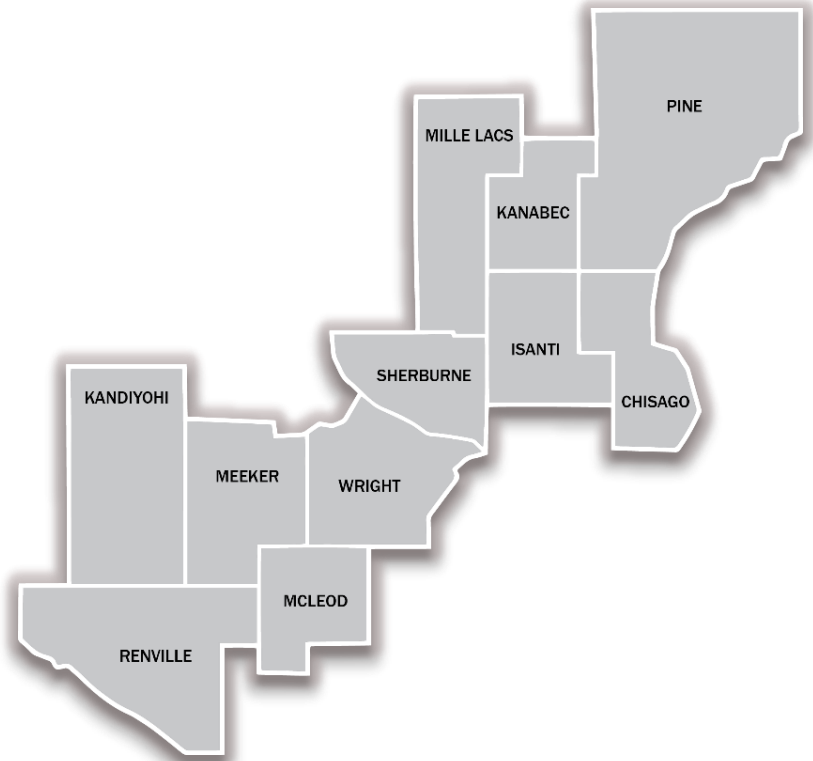
A Proven Method of Job Placement



Bridging the Gap between Experience and Opportunity

On-the-Job Training at CMJTS

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CMJTS and OJT =
Meaningful business partnerships

Agenda

- What is On-the-Job Training (OJT) and who could benefit from it?
- How does OJT work? The Process from Start to Finish
- Overview of Additional Work-based Learning Strategies

What is an OJT?

- A **contract** between you as the provider and the business that documents the training a business will provide a new employee
- Hands-on **training** designed to address the gap between the new employee's existing skills and the job skill requirements
- Training **reimbursement** funded through state and federal employment and training programs
- A partnership based on the shared goals of:
 - Finding, training, and keeping great employees
 - Finding, training, and keeping great jobs
- **A win-win for businesses and jobseekers**

Explaining OJT Benefits to Your Jobseeker

- OJT is a win-win, a quick route into employment
- Strengthens your position, a jobseeker's competitive advantage
- A user-friendly and efficient process
- Obtain industry-specific skills in the workplace
- Learn from the company subject matter expert
- Earn while you learn
- A training plan is developed
 - You know what to expect and what is expected of you

When to Promote OJT

- Cover letter and application verbiage
- Interview language
 - Interview preparation to incorporate OJT
- Verbal communications
- Job fairs, networking, and job search activities
- Elevator speech for networking and first impressions
- Email content

OJT Benefits to Businesses

- Incentive for hiring by helping to minimize new hire risk
- Business trains new employees to their specific skill requirements
- Business is reimbursed for the cost of training new employees
 - Reimbursement is one-half of the new employee's hourly wage for the length of the contract
 - Current waiver in place to reimburse employers for training wages
 - 50 or fewer employees = 90% reimbursement
 - 51–250 employees = 75% reimbursement
 - 250 employees or greater = 50% reimbursement

OJT Benefits to Businesses (cont.)

- CMJTS refers candidates who have been professionally evaluated for skills and interests match
- Reverse-referral process
 - Business refers candidate for hire to CMJTS for eligibility determination
- Share same goal of find, train, and keep great employees
- Employers do the training, employees do the learning, and CMJTS does the paperwork!

How does OJT work?

The Process from Start to Finish

Marketing and Outreach

■ Methods

– **Get the word out**

Printed flyers, news releases, websites, personal presentations, business gatherings, jobseeker marketing, WFC business services partners, placement specialists, social media

– **Jobseeker marketing**

Coaching by staff on promotion through cover letters, as part of an interview, or by direct referral from a participant pool



ON-THE-JOB TRAINING

OJT...Training that Works!

On-the-Job Training (OJT) Benefits Business and New Employees

- New hires learn occupational skills and earn a wage at the same time.
- Business saves time and money.
- A win-win for business and jobseekers!

Why Should You Partner with CMJTS' OJT Program?

- Your business is reimbursed for the cost of training a new employee—up to 50% of the new employee's wage for the length of the contract.
- You do the training and the employee does the learning. Your new hire learns skills unique to your business and industry.
- Central Minnesota Jobs and Training Services, Inc. (CMJTS) refers candidates to you who have been professionally evaluated. You may also refer candidates to CMJTS for OJT eligibility.
- You make the hiring decision.
- CMJTS employment counselors are on call for consultation.

OJT Guidelines

- Business provides the training and supervision for the new employee.
- OJT contracts can be written for:
 - Permanent, full-time jobs—at least 30 hours a week (seasonal or temporary jobs do not qualify for OJT contracts)
 - Permanent, part-time positions—at least 20 hours a week—if the new employee is 55 or older, has a disability, or meets certain other criteria
- Trainee must meet OJT eligibility requirements.
- Trainee will earn industry-recognized credential.
- OJT is approved by CMJTS before the employee starts the job.

Call or email now for more information

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BUSINESS SERVICES

Upon request alternate formats can be provided.

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Mille Lacs County Community
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525 2nd Street SE
Milaca, MN 56353
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Mora*
903 East Forest Avenue
Mora, MN 55051
320.679.6484

Olivia
1005 West Elm Avenue, Suite 2
Olivia, MN 56277
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Pine City
Pine Technical College
900 Fourth Street Southeast
Pine City, MN 55063
320.629.4555

Willmar*
Health & Human Services Building
2200 23rd Street Northeast, Suite 2040
Willmar, MN 56201
320.441.6590

*Denotes a WorkForce Center

www.cmjts.org



An Equal Opportunity/
Non-Discrimination Employer

How to Interest Business in OJT

- Listen
 - Understand employer needs
 - Discuss hiring challenges
 - Relate to retraining and retaining employees
- Speak the language of business
- Avoid program jargon
- Speak of the value of OJT to their bottom line
 - Save employer time and money
 - Receive the product they design
- Offer pool of qualified individuals
 - Reduce time and investment in recruitment

Determining OJT Length

- An OJT contract is limited to the time required to become proficient in the occupation for which training is being provided.
- Step-by-step process
 - Review candidate's current skills
 - Review position description and job difficulty
 - Compare candidate's
 - transferable skills
 - prior work history
 - education, with the employer needs
 - Identify gaps to be filled by OJT training

Determining OJT Length (cont.)

- OJT length is determined by
 - The time deemed necessary for candidate to become proficient in the occupation
 - An assessment of the job difficulty
 - The candidate's needs, skills, and abilities
- Use of reference materials to validate appropriate training time
 - O*NET: www.onetonline.org
 - ISEEK: www.iseek.org/

Documentation Process

- When do we explain documentation expectations to the employer?
 - Once an interest in hiring has been demonstrated
 - During a promotional meeting with potential employer
 - Contract must be completed PRIOR to OJT start date
- Who should be involved?
 - A face-to-face meeting is preferred
 - Include the employee being hired, the employer, and the CMJTS representative

OJT Forms

- Pre-Award Checklist
- Assurances & Certifications
- OJT Contract
- Training Outline
- Justification Form
- Reimbursement Invoice
- Religious/Faith-based Sign-off
- Incomplete Contract Termination
- Contract Modification

Monitoring OJT

- Communication with employer—monthly and as needed
- Communication with participant, talk with us about issues
- Sharing success and challenges, problem solving as required
- Support services for temporary barriers
- Ensure progress toward credential completion
- Phone and email—we're here for you, contact us!

OJT Credentialing

- Stand-alone OJT does not result in a credential for WIOA Youth, WIOA Adult, and WIOA or State Dislocated Worker programs.
- A credential must be earned during the OJT training period with certification received no later than 3rd quarter after exit.
- Follow WIOA-certified provider rules and 16-hour OHE rules for approved vendors.
- Use of short-term trainings in conjunction with OJT
 - OSHA 10
 - Forklift Training
 - National Retail Federation certifications
- Option to waive the OJT from Employment/Credential Rate

How Employers Receive Training Reimbursement

- Documents are compiled and submitted with CMJTS Accounting Department
 - Final approval/confirmation letter sent to employee
 - Invoices provided to employer who must document hours worked
 - CMJTS uses electronic fillable invoice
- Employer submits completed invoices to CMJTS Accounting Department
 - Check is mailed back to employer

What Makes an OJT Successful?

- Skills acquired
- Employment retention
- Repeat business
- Credential obtained
- Participant satisfaction
- Monitoring of OJT
- OJT survey
- OJT goal review at closing
- New business referrals

Credentialing Links & Resources

- www.iseek.org (WIOA Certified programs)
- www.careersafeonline.com (OSHA Online)
- www.nrffoundation.com (Customer Service)

OJT Links & Resources

- **MN Workforce Council Association resource page on OJT**
[mwcamn.org/on the job training documents.htm](http://mwcamn.org/on_the_job_training_documents.htm)
- **Dislocated Worker Policy on OJT**
apps.deed.state.mn.us/ddp/PolicyDetail.aspx?pol=184
- **Building the Next Generation, OJT Toolkit Policies and Procedures**
[ojttoolkit.workforce3one.org/page/policies and procedures](http://ojttoolkit.workforce3one.org/page/policies_and_procedures)
- **Building the Next Generation, OJT Toolkit Monitoring Tool**
[ojttoolkit.workforce3one.org/page/monitoring tools](http://ojttoolkit.workforce3one.org/page/monitoring_tools)

Other Work-Based Learning Opportunities

Other Work-Based Learning Opportunities

- **Customized Training** allows employers, with a training provider, to design a work-based skills curriculum that meets their specific needs. Upon successful completion of the customized training, the employer commits to hiring the trained individual(s) and CMJTS commits to paying up to 50 percent of the training costs incurred.
- **Transitional Job/Work Experience**
The business provides a supervised work site, for a designated length of time, for a youth, entry-level adult, or transitioning senior. CMJTS is the employer of record, pays the participant wage, FICA, and Worker's Compensation insurance cost.

Other Work-Based Learning Opportunities (cont.)

- **Registered Apprenticeship** is an employer-driven model that combines on-the-job learning with related classroom instruction that increases an apprentice's skill level and wages. It is a proven solution for businesses to recruit, train, and retain highly skilled workers.
- **Incumbent Worker** is intended to offset a portion of a businesses' costs for training and upgrading the skills of its current employees.

Questions and Comments



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